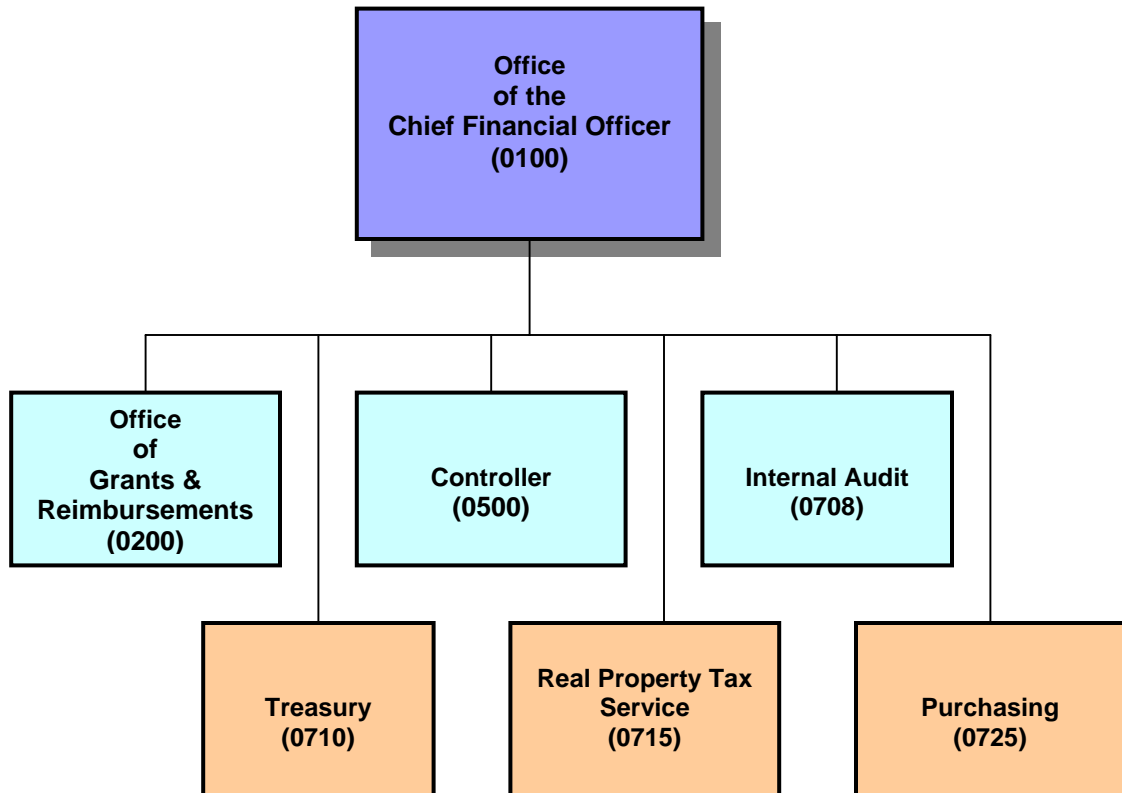
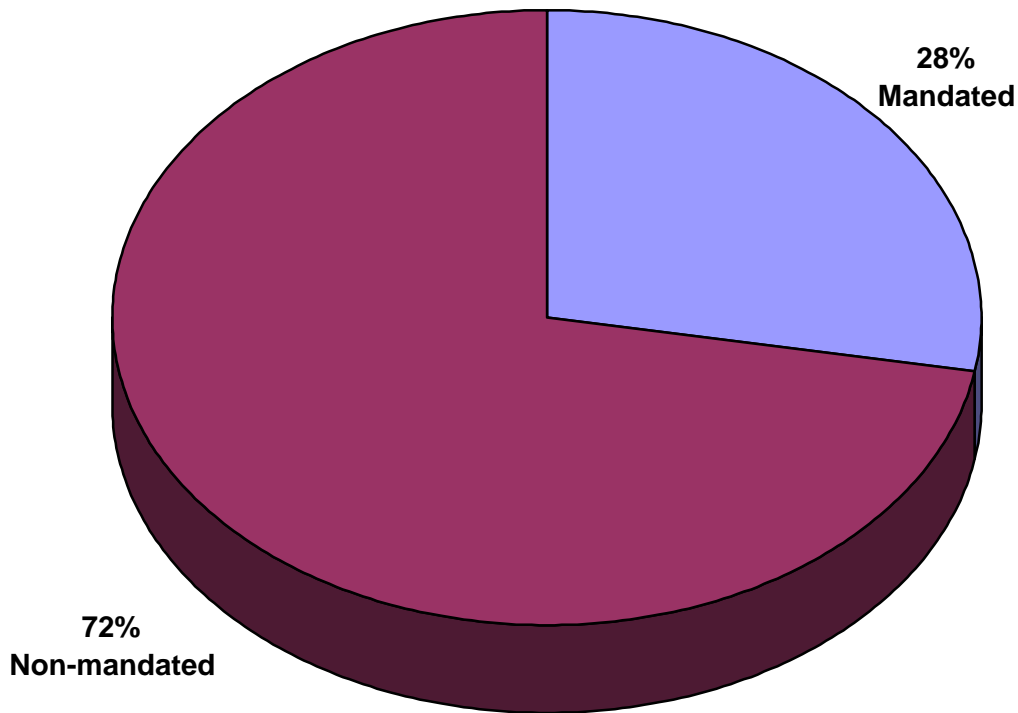


FINANCE (012)



FINANCE

2006 MANDATED/NON-MANDATED

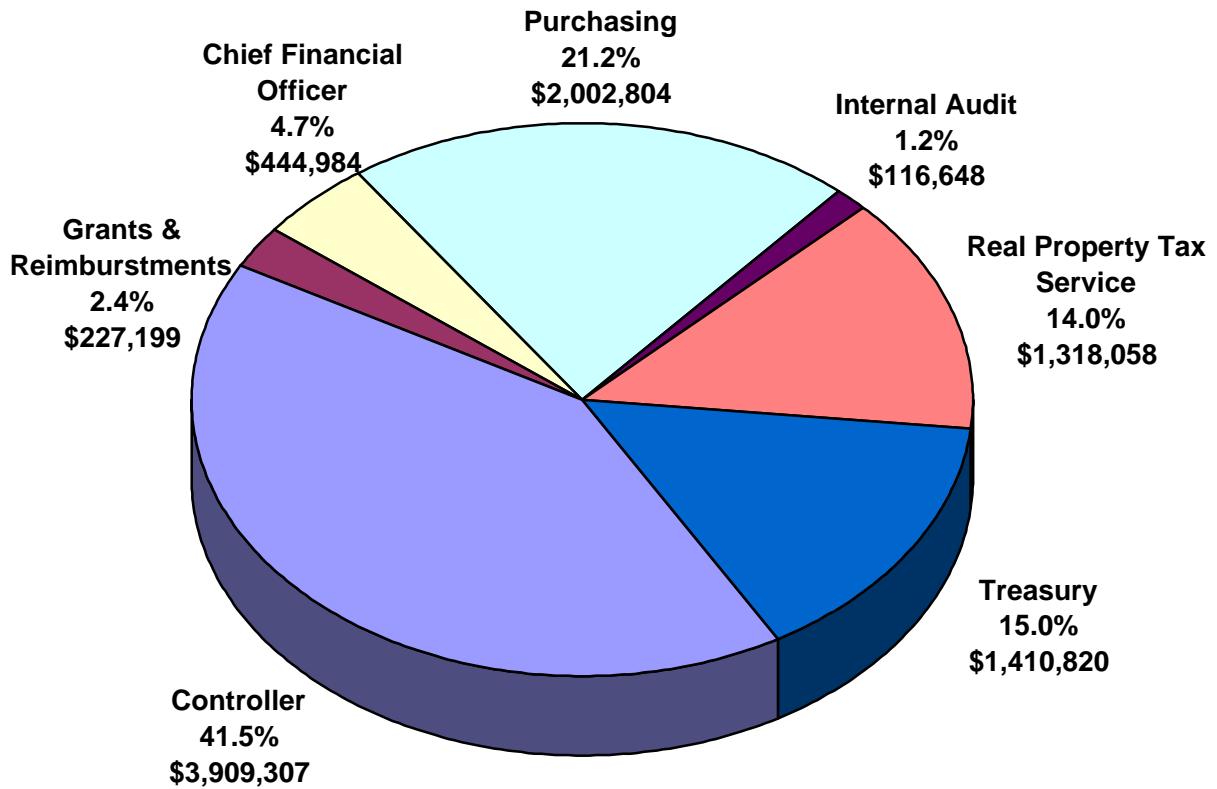


The Offices of the Chief Financial Officer, Controller, Grants & Reimbursements, and the divisions of Treasury, Purchasing and Internal Audit are non-mandated.

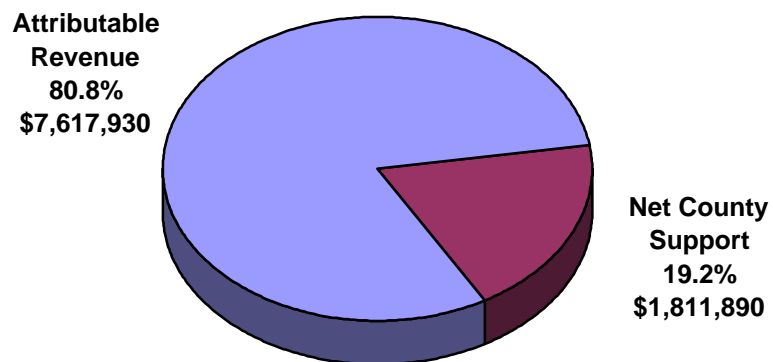
The functions performed by Real Property Tax Service are mandated by New York State. A subdivision of the Controller's Office provides staff support for state and federally mandated services in the Department of Human Services and the Department of Public Health.

FINANCE

2006 Budget - \$9,429,820



Net County Support



DEPARTMENT: Finance (012)

DEPARTMENT DESCRIPTION

Under the administration of the Director of Finance - Chief Financial Officer, the department serves to supervise and control the financial affairs of the County. This includes coordinating and managing the functions of the Office of the Controller, the Office of Grants & Reimbursements, and the divisions of Treasury, Real Property Tax Service, Purchasing, and Internal Audit, as well as debt management.

Mission

To maximize the ability of Monroe County government to promote the social and economic well being of the community in a financially responsible and sustainable fashion, minimizing the reliance on County taxpayer resources.

2005 Major Accomplishments

- The Monroe Tobacco Asset Securitization Corporation (MTASC) capitalized on favorable conditions in the market for tobacco securities and restructured its 2000 bond issue. As a result of the restructuring, the county received a \$51 million payment from MTASC
- Conducted rating reviews with all three major municipal credit rating agencies
- Established online town and county tax bill and payment information
- Implemented an incoming phone system, which provides improved access capabilities and information to customers
- Developed a new Treasury Tax Collection and Management software system and financial software system
- Produced the 2004 Comprehensive Annual Financial Report which documents and communicates Monroe County financial performance for the year ended December 31, 2004
- Reorganized the Department of Human Services Accounting Unit to provide more efficient claiming and payment processing
- Completed installation of the Citrix Server Version of the State Real Property System that will provide local assessors with remote access to centralized assessment roll data
- Increased competitive grant applications by 20% and secured competitive grants yielding \$955,000 in additional annualized revenues to the County in 2005
- Initiated countywide pre-sort mailing program, reducing postage expenses over 7%
- Updated and revised County Purchasing Procurement Policy and Records Management manual

2006 Major Objectives

- Implement the new Treasury Tax Collection and Management software system and financial software system
- Expand tax information currently available online
- Successfully implement SAP integration across the Finance department
- Implement P-card (purchasing) program for the county
- Implement a standard travel policy for all county departments

- Secure competitive grants yielding \$1.3 million in additional annualized revenues to the County in 2006
- Continue rebuilding the county's financial condition and credit ratings
- Successfully sell debt issues at the lowest possible interest rate obtainable considering market conditions and the county's credit ratings
- Produce a 2005 Comprehensive Annual Financial Report (CAFR) that complies with Generally Accepted Accounting Principles (GAAP) standards
- Adoption of Governmental Accounting Standards Board Statements No. 40, "Deposit and Investment Risk Disclosure" and No. 42, "Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance Recoveries"

BUDGET SUMMARY

	Amended Budget 2005	Budget 2006
<u>Appropriations by Division</u>		
Office of the Chief Financial Officer	424,927	444,984
Office of Grants & Reimbursements	267,896	227,199
Controller	4,040,080	3,909,307
Internal Audit	116,815	116,648
Treasury	1,467,636	1,410,820
RPTS	1,399,325	1,318,058
Purchasing	1,867,344	2,002,804
Total	9,584,023	9,429,820
<u>Appropriations by Object</u>		
Personal Services	4,160,421	4,182,630
Expenses	1,664,919	1,734,335
Supplies and Materials	205,742	216,128
Debt Service	3,498	3,344
Employee Benefits	1,233,686	1,200,150
Interfund Transfers	2,315,757	2,093,233
Total	9,584,023	9,429,820
<u>Revenue</u>		
Fees/Minor Sales	889,952	944,513
Local Government Service Charges	1,619,195	1,500,738
Charges to Other Departments	2,120,304	2,076,851
Transfer from Other Funds	2,830,869	2,817,828
Transfer from Monroe County Airport Authority	75,000	75,000
Other Revenue	209,500	203,000
Total	7,744,820	7,617,930
<u>Net County Support</u>	1,839,203	1,811,890

FINANCE - REAL PROPERTY TAX SERVICE

2006 FEES AND CHARGES

<u>Item</u>	<u>2006 Fee</u>
Sub-Division Filing Fees	\$25 for 1-3 parcels \$50 for 4-9 parcels \$100 for 10 or more parcels
Digital Copy of Tax Maps (other Municipalities)	\$5
Paper Copy of digital Tax Maps	\$10
Paper Copy – Aerial Photo Overlay	\$10
Specialized Report – Assessment/Sales/Inventory File	\$100 minimum
Rights to Reproduce Tax Map/Copy	\$5/map
Digital Print File Copy (disc)	\$5/map
Electronic Copy - Monthly Property Transfers, Towns Only	\$400
Electronic Copy – Assessment/Sales/Inventory File	\$600 total or partial \$250 minimum
Labels for RPS Extract	\$.03/label
Subdivision Map	\$5/copy
Historic Map Copy	\$5/copy
GIS Electronic Shape Files	\$75 each Municipality
RPS Screen Print	\$.50/print

DIVISION DESCRIPTIONS

Office of the Chief Financial Officer (0100)

The Office of the Chief Financial Officer is responsible for formulating, evaluating and examining financial policies; directing investment, cash flow and borrowing programs; and supervising and coordinating the operations of the department. Assistance is given to other departments in order to improve their financial operations.

The Office of the Chief Financial Officer will implement and/or continue the fundamental strategies of financial management as articulated in the Financial Strategies section of the 2006 Monroe County Budget.

Office of Grants & Reimbursements (0200)

The Office of Grants & Reimbursements is the County's point of contact for the application and management of grants and reimbursements. The office was established in 2004 pursuant to a recommendation of the County Executive's Budget Advisory Team. The office monitors, advises, and supports county departments as they manage their grant and reimbursement budgets. The office ensures the continued flow of government formula grants and facilitates the development of competitive grants in order to strengthen existing services.

Controller (0500)

The Office of the Controller is responsible for the accounting of all fiscal affairs of the County, and for providing financial statements in accordance with accounting principals generally accepted in the United States. This division is responsible for monitoring and safeguarding County assets through effective internal controls. Staff maintain and operate the County's central financial information system, disburse County funds including payroll, and monitor County revenue and cash flow. The office assists and works jointly with other divisions within the County to accomplish the overall goals and objectives of the County's Finance Department.

Internal Audit (0708)

Internal Audit is an independent appraisal function established within the County's Department of Finance. Internal Audit evaluates the adequacy of the County's internal control environment, the operating environment, related accounting, financial, and operational policies, and reports the results accordingly.

Treasury (0710)

Treasury is responsible for collection of county taxes in the City of Rochester and town and county taxes in the county's twenty towns. Specific activities are designed for the efficient collection of delinquent taxes, interest and in lieu of tax payments. Tax foreclosure proceedings and a public auction occur annually. All county revenues are received, posted and deposited on a daily basis. Treasury administers county trust funds as well as more than 240 court and trust funds. Additionally, tax information is provided on a daily basis to the general public via the Internet, public information counter and by phone. Treasury also has agreements with all suburban school districts for the preparation of school tax bills and collection of school taxes from September through November.

Real Property Tax Service (0715)

Real Property Tax Service (RPTS) maintains assessment rolls, apportions the county levy among the 21 assessing jurisdictions in the county, advises local assessors on procedural and legal changes, updates tax maps, processes title change data and reviews both new subdivision and resubdivision maps for filing. RPTS also investigates applications for correction of assessment errors as well as refunds, calculates tax rates on behalf of the towns, special benefit districts, Pure Waters Agency and various special or delinquent charges. Staff calculate the apportionment of the semi-annual mortgage tax distribution, prepare tax warrants and state mandated reports, and participate in the training of local assessors. RPTS supports an on-line assessment processing system for the local assessors. RPTS processes Certificates of Residency for annual community college chargebacks to towns.

DIVISION DESCRIPTIONS

Purchasing (0725)

Purchasing is responsible for buying supplies, materials, equipment and services for all county departments in accordance with the requirements of competitive bidding and advertising and contained in the county's Administrative Code and New York State Law. Purchasing, through the Monroe County Web Site, provides information regarding upcoming and current bids, how to do business with the county and contract information for local municipalities and political subdivisions participating in the county's cooperative purchasing program. Purchasing establishes specifications and standards and identifies appropriate suppliers for the goods and services. It ensures that receiving departments have sufficient appropriations available to pay for their purchases.

Central Services, also budgeted in this section, is administered by the Purchasing Manager. It provides funding for the operation and management of duplicating services and the County Office Building and CityPlace mailrooms. Expenses for these services are entirely charged back to user departments. Purchasing also includes the Contracts Office, which coordinates the execution of approximately 600 contracts and amendments for the Department of Public Health and Department of Human Services.

Performance Measures

	Actual 2004	Est. 2005	Est. 2006
County Credit Rating			
Moody's Investors Service	Baa1	Baa1	N/A
Standard & Poor's Ratings Group	BBB+	BBB+	N/A
Fitch, Inc.	BBB+	BBB+	N/A
Operating Cash Borrowing Volume	\$90M	\$55M	\$70M
Full Value Property Tax Rate for County Budget Purposes			
Per \$1,000 of Value	\$9.10	\$9.10	\$9.10
Percent of Scheduled Debt Payments Made on Time	100%	100%	100%
Treasury			
Tax Billings and Notices	330,217	330,217	330,217
School Tax Bills Prepared	187,935	188,662	188,662
Installment Agreements – Delinquent Taxes	657	565	565
School Taxes Collected for Districts	\$54,739,763	\$55,287,161	\$55,840,032
Real Property			
Subdivision Maps Processed	363	410	410
Map Copies and Overlays	4,363	4,465	4,500
Deed Transfers Processed	22,793	23,000	23,100
Number of Town/Special District Budgets			
Audited for Tax Levy	975	985	995
Number of Erroneous Assessment Corrections	242	260	270
Dollar Amount of Cancellations/Refunds	\$1,059,038	\$1,500,000	1,550,000
Certificates of Residency Issued	1,512	1,600	1,675
Purchasing			
Department Purchase Orders	4,414	4,500	4,500
Central Purchase Orders	3,381	3,200	3,100
Price Agreement Orders	4,464	4,350	4,200
Public Bids Issued	178	185	190
Contracts Available to Municipalities	122	124	130
Human Services/Public Health Contracts & Amendments Executed	587	594	600